

The information that you provide is used during the year by court administrators and human resources personnel for projects like job analyses, position comparisons across counties and courts, market comparisons, compensation analyses, and for the formulation of personnel policies.

It is important that you fill out this survey with the most accurate information possible. The preparer of this report is responsible for gathering data from the appropriate sources (county/city finance, personnel, etc.).

#### OVERVIEW

The yearly personnel survey is provided in Microsoft Word format, if you require a different format such as Excel, please email [research@courts.az.gov](mailto:research@courts.az.gov). The information for employees of your court or probation department reported on last year's Personnel Survey appears on the FY2018 survey form, including salaries and funding sources. For each position reported please verify the data and make any necessary changes to reflect the current position status as of **June 30, 2020**.

In addition to filled positions, please list all positions that are funded and/or authorized but are unfilled as of June 30, 2020, including judicial positions. Please list the employee's name as "Vacant Position", full or part time status, and include the funding source and percent as well as a salary if available.

#### TEMPORARY PERSONNEL AND VOLUNTEERS

At the end of the report, please include the total number of volunteers for the year and total hours worked by temporary personnel during the fiscal year.

#### PREPARER INFORMATION

Please provide a contact name, email, and phone number. This information is necessary in the event we have questions regarding the completed personnel survey.

#### FIELD DESCRIPTIONS

**EMPLOYEE NAME** Spell out the first name and last name completely. Enter the position title of all full- and part-time salaried and contract personnel. If a position exists but was vacant on June 30<sup>th</sup> delete the name and enter "VACANT POSITION" in its place.

**EMPLOYEE TYPE** This is the code for each employee that identifies them as a regular or a contract/consultant employee. The codes for this category are:

R Employee is a full- or part-time regular employee of your primary funding source, i.e. the state (Supreme Court, Court of Appeals), county (Superior, Justice Courts and Probation), or city (Municipal Courts).

C Individual is a contract employee (or consultant).

**POSITION TITLE** Enter the position title for the employee. For example, "Presiding Magistrate" or "Deputy Court Clerk".

**POSITION CLASSIFICATION** Please mark the appropriate box for the position code which best describes the individual's primary responsibilities. Use the "Position Classification" document. There should be only one entry per person.

HIRE YEAR Enter the two-digit year the employee was hired. Retain the original hire date for employees that move to a new position.

HIRE MONTH Enter the month the employee was hired [for example, June would be "6"].

REGULAR HOURS WORKED Enter the regular number of hours each employee is normally scheduled to work per week, per month, or per year. The most common method for reporting full-time employees is to enter "40" in this column and a "W" (for weekly) under WORK RATE. If an individual works only when needed and has no set number of hours scheduled, leave this box blank and go on to the "On Call" Column.

WORK RATE Enter the work rate for the employee ['W' for weekly, 'M' for monthly, 'A' for annually]. For example, a regular full time employee who works 40 hours per week would put a "W" for week. A part time judge who works 8 hours per month would put "M" for month.

ON CALL If the employee has no set number of hours scheduled, enter a "Y" for the employee. "On-call" does NOT mean an employee is "exempt" or can be called in after normal business hours, but only that he or she does not work regular hours. If the employee is not "on-call", enter "N".

SALARY Provide the salary effective for the employee as of June 30, 2020. Do not include any salary changes effective for the next budget or fiscal year. Salaries may be reported either as annual, monthly, bi-weekly, weekly, daily, hourly, or (in rare instances) by case. For vacant positions, this field may be reported as blank.

SALARY RATE Enter the salary rate for the employee ['A' for annually, 'M' for monthly 'B' for bi-weekly 'W' for weekly, 'D' for daily, 'H' for hourly and 'C' by case].

POSITION FUNDING SOURCE Enter the funding source code(s) for the individual's salary using the "SALARY FUNDING SOURCE CODE KEY" from each source. For example, if the employee is paid entirely by the county, you would enter "CN" in this column and "100" under "POSITION FUNDING PERCENT". If additional rows are needed for more than one position funding source, add rows below the employees name and fill in the name, additional position funding source and position funding percent.

POSITION FUNDING PERCENT Enter the percentage from each of the position funding sources. **All percentages must add up to 100%.**

NUMBER OF REGULAR VOLUNTEERS Enter the number of regular volunteers working in your court during the fiscal year. A "regular volunteer" is a person who has assigned duties and operates on a non-paid status.

NUMBER OF HOURS WORKED BY TEMPORARY PERSONNEL Provide the number of hours worked by temporary personnel during the fiscal year. "Temporary" personnel include temporary manpower service personnel, seasonal employees and interns.

**POSITION CLASSIFICATION CODE KEY**

|      |   |
|------|---|
| JUD  | <u>JUDICIAL</u> – Justice, Judge, Justice of the Peace, Magistrate.   |
| OMG  | <u>OTHER MAGISTERIAL</u> – Commissioner, Referee, Hearing Officer, Pro Tempore.   |
| JCA  | <u>COURT ADMINISTRATOR</u>  |
| LSA  | <u>LEGAL ASSISTANCE</u> – Staff Attorney, Law Clerk, Paralegal.   |
| BLF  | <u>COURT SECURITY/BAILIFF</u> – Security Officer, Bailiff, Court Warrant Officer.   |
| REP  | <u>COURT REPORTER</u> – Reporter, Stenographer, Transcriber.  |
| JSC  | <u>JUDICIAL SECRETARY</u>   |
| OAS  | <u>OTHER ADMINISTRATIVE SUPPORT</u> – Assistant Administrator, Law/Reference Librarian, Pre-Trial Services, Jury Commissioner, Collections Officer, Specialist.                             |
| OAS1 | <u>COURT INTERPRETER</u> – Staff Interpreter who interprets over four hours per week.   |
| CNS  | <u>CONSTABLE</u>  |
| COC  | <u>CLERK OF THE COURT/CHIEF CLERK</u>   |
| ADC  | <u>ADMINISTRATIVE DEPUTY CLERK</u> – Supervisory clerks who primarily manage court staff.   |
| DCL  | <u>DEPUTY CLERK</u> – Deputy Court Clerk, including those with non-supervisory specialized functions (cashier, docket, calendar) or cases (civil traffic, probate, civil and small claims). |
| TCH  | <u>TECHNICAL SUPPORT</u> – Computer Specialist (programmer, systems analyst)  |
| NTS  | <u>GENERAL SUPPORT</u> – Typist, Receptionist, Janitorial, Maintenance.   |

**SALARY FUNDING SOURCE CODE KEY****LOCAL FUNDS:**

|     |   |
|-----|---|
| CN  | County Court Budget Appropriation           |
| CY  | City (Municipal) Court Budget Appropriation |
| ST  | State Court Budget Appropriation            |
| CNX | Other County Non-Program Appropriation      |
| CYX | Other City Non-Program Appropriation        |

**LOCAL PROGRAM FUNDS:**

|      |  |
|------|--|
| ADRL | Alternative Dispute Resolution Fee (Local)     |
| BOND | Municipal Bond Funds                           |
| CCF  | Conciliation Court Fund                        |
| DSR  | Document Storage and Retrieval Fund            |
| DTIS | Drug Testing and Intensive Supervision Program |
| JCEL | Judicial Collection Enhancement Fund (Local)   |
| PCF  | Probate Court Fund                             |
| OL   | Other Local program funding (specify)          |

**STATE PROGRAM FUNDS:**

|      |  |
|------|--|
| ADR  | Alternative Dispute Resolution Fund (State)  |
| CASA | Court Appointed Special Advocate Fund        |
| CI   | Confidential Intermediary Fund               |
| CPAF | Case Processing Assistance Fund              |
| CSE  | Child Support Enforcement Fund               |
| DDF  | Defensive Driving Fund                       |
| DE   | Drug Enforcement Fund                        |
| FARE | Fines and Restitution Enforcement Fund (AOC) |
| FCRB | Foster Care Review Board Program             |
| FTG  | Fill the Gap Fund                            |
| JA   | Judicial Assistance Fund                     |
| JCEF | Judicial Collection Enhancement Fund         |
| OS   | Other State program funding (specify)        |

**FEDERAL PROGRAM FUNDS:**

|      |   |
|------|---|
| JAA  | Federal Justice Assistance Act                                |
| ACYF | Federal Administration for Children, Youth and Families       |
| JJDP | Federal Office of Juvenile Justice and Delinquency Prevention |
| JTPA | Federal Joint Training Partnership Act                        |
| SJI  | Federal State Justice Institute                               |
| TIV  | Federal Title IV Child Support Enforcement                    |
| OF   | Other Federal program funding (specify)                       |